THOSE IN ATTENDANCE:
Jess Griffiths, Vice-Chair; John Fry; Chris Cherniak; Jane Osterhaus; Brynn Bateman Louis; Kristy Hoffman; Ann Whitworth, Friends of the Library Liaison; Nann Worel, City Council Liaison  
VIA-PHONE: Sarah Hall, Chair; Margie Schloesser  
ABSENT: Bill Humbert

STAFF IN ATTENDANCE:
Adriane Herrick Juarez, Library Director; Kate Black, Library Board Secretary; Angela Dohanos, Technical Services Manager; Kate Mapp, Adult Services Manager; Margaret Plane, PCMC Legal Department

I. ROLL CALL
Mr. Griffiths called the meeting to order at 12:00 PM.

II. APPROVAL OF MINUTES
10/16/19 Minutes: Ms. Schloesser made a motion to approve the minutes. Mr. Cherniak seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND DISCLOSURES FROM BOARD, LIAISONS, AND STAFF
Ms. Bateman Louis inquired about auto-renewals on library items. Ms. Herrick Juarez responded that we are currently in holding-mode on this item of business and may have updates later.

IV. DIRECTOR’S REPORT AND STATISTICS
Ms. Herrick Juarez gave updates about the Library’s participation in a City program where all departments set goals and update their progress every six months. The Library is on track with all projects and goals.

Ms. Herrick Juarez also gave updates regarding a recent Library Site Visit on October 22. Members of the Library Leadership Team (LLT) toured a County Library in West Jordan and the Marmalade Branch of the Salt Lake City Library. Salt Lake County has a number of book sorters and the LLT were able to observe how the sorter helps with library processes and workflow. The LLT were also able to see how the Marmalade Branch manages and operates two floors. Ms. Herrick Juarez mentioned that the Salt Lake City Libraries are cutting-edge in programming, displays, and shared economy resources. Ms. Herrick Juarez stated that staffs from both libraries were very accommodating and answered many questions.

Ms. Herrick Juarez wanted to extend a mention to the Latino Health Fair, which took place at the Library on October 19. This program brought over 200 attendees and was coordinated by Bianca Carrasco, Youth and Spanish Services Library Assistant. This was the first program of its kind to be hosted at the Library, and due to its success, we hope to continue hosting it in the future.

Ms. Bateman Louis inquired as to why the Adult Programming Statistics were so high last month. Ms. Mapp answered that it was due to the One Book One Community event. Ms. Bateman Louis also mentioned that the Youth and Teen Programming statistics were low last month. Ms. Herrick Juarez noted that this may have had to do with Katrina Kmak, Youth and Spanish Services Manager, being on maternity leave.

V. FRIENDS OF THE LIBRARY REPORT
Ms. Mapp and Ms. Whitworth gave updates regarding items approved within the Friends of the Library budget. The Library is offering a popular monthly writing workshop that the budget will help to cover. The Next Chapter Book Club holds a participant celebratory event each time they finish a book, and a budget has been approved for this. The Friends of the Library approved an Amazon Prime account, which will help to order items faster. A budget was approved to continue offering free copies of Book Page, a monthly book review publication, to Library patrons. Lastly, $500 was approved for the care of the Library guinea pigs.

Ms. Whitworth gave some highlights from the October Friends of the Library Luncheon. The attendance was 129 people, with a few more walk-ins than is usually expected. Besides a small glitch in the speaker system, which Deer Valley took responsibility for, the
Friends of the Library determined that the Luncheon was a very successful event. Many attendees mentioned the artwork on display and the rapport between the speakers as highlights.

Ms. Whitworth wanted to extend a heartfelt thank-you to all those who donated to the Friends of the Library during Live PC Give PC, an annual day to raise money for local non-profits. A final fundraising count is not available yet due to pending end-of-year grants, but roughly $3,500 was raised for the Friends of the Library.

VII. OLD BUSINESS
Ms. Bateman Louis provided an activity update regarding installing a Little Free Library and reading to shelter pets at Nuzzles & Co animal shelter. Kathy Fahey, Library Assistant, is willing to help with this project in addition to her other Little Free Library duties. In speaking to Nuzzles, Ms. Bateman Louis was told that the shelter is going through staff restructuring, and should be able to get back to her after the 2019 holidays. Ms. Bateman Louis mentioned that she plans to follow up before the holidays to see if some books can be given to them before that, as the holidays might provide more foot traffic through the Little Free Library and more exposure to reading to shelter pets.

Mr. Cherniak gave updates regarding sustainability and the Library. Recently, a subcommittee meeting was held to brainstorm how the Library could go about applying for a sustainability grant hosted by the Park City Foundation Climate Fund. This subcommittee consisted of Library Board members and Library Staff members. Mr. Cherniak stated that the subcommittee came up with three main ideas for the grant proposal. The first idea was to install solar panels on the Library roof. The subcommittee determined that this was a great idea, but as Park City Municipal is already pursuing it and more time is needed for development, we will likely pass on this idea for now. The second idea involved creating a position at the Library with a working title of Climate Sustainability Resource Coordinator. This would be a staff member who could curate books and materials on climate and sustainability, host talks or lectures, and be a general go-to person for sustainability-related questions. The subcommittee determined that this particular idea might be a challenge because it would require hiring someone. It was determined that requesting money from a non-profit grant to fund a city position may not be looked upon favorably. Instead, the subcommittee decided that someone outside of Library or City Staff might want to partner with the Library for a sustainability lecture series, similar to the model used with the Library’s Utah History Lecture series. The third idea entailed developing a Climate Resource Center, which was determined to have the best potential of all three ideas. The Climate Resource Center would be a physical space in the Library. The subcommittee liked this idea because it included the concept of a shared economy, and also feeds into the vision of the Library as the community’s living room. A central physical space in the Library to transform into the Climate Resource Center would not require additional staffing, just materials. Mr. Cherniak mentioned that Mr. Griffiths is writing the grant proposal for this Climate Resource Center. Mr. Cherniak also mentioned that the applicants will be notified about the status of their grant application in February 2020.

Ms. Herrick Juarez provided updates about the book sorter. The Library already has the funding and the go-ahead to purchase the sorter, and has received three bids. The sorter funding is outlined in the November Board Packet. Funding sources came from a variety of places, including the Friends of the Library and the Tile Wall fund. The new sorter will provide the Library with forty extra hours of staff time per week due to not having to check in materials. It will also provide a higher accuracy rate for check-ins, and take wear and tear off of the staff, who are physically checking items all day. The Maintenance Department is willing to help us change belts when needed, along with other basic maintenance.

VIII. NEW BUSINESS
Ms. Plane with PCMC Legal Department provided a mandatory Open Public Meeting Act training to the Library Board. Ms. Plane went through the Open Public Meeting Act. Public boards must act openly (in public), make decisions openly, and conduct people’s business openly. The Library Board is a body which falls under the definitions of the act. Ms. Plane also went over things such as appropriate email correspondence, socializing, providing appropriate notice, the importance of recorded and approved minutes, and other general do’s and don’ts to make sure the Act is not violated.
VI. EDUCATION ITEM
Ms. Dohanos gave an overview presentation about Kanopy, a new video streaming service being offered by the Library. Although the Library began offering Kanopy at the end of August, we are now ready to go from a ‘soft’ opening to advertising regularly. Since advertising more, Kanopy use among our Library patrons has gone up.

Our budget for Kanopy is similar to other similarly sized libraries who offer it. Park City Library patrons have ten play credits per month, which do not roll over. Kanopy also allows public screening rights, which will be useful to educators in particular. Kanopy prides itself on high user-experience across many consumer platforms and the fact that it provides unlimited access to Kanopy Kids, which is content appropriate for children. Kanopy also offers unlimited viewings of Great Courses, which are educational videos.

Ms. Dohanos walked through accessing Kanopy on the Library website, creating a new account, playing a video, browsing, and setting parental controls. Videos cannot be played without internet access and must play for five seconds before being considered a used credit. Closed captions and transcripts are also available.

Ms. Dohanos highlighted that Kanopy prides itself on its selection of Sundance movies, which will likely appeal to Park City Library patrons in particular.

X. OTHER/SUMMARY
Mr. Cherniak wanted to extend a thank you to the People’s Health Clinic for its service in providing the community with consulting in signing up for health insurance through the Affordable Care Act website. The Clinic provided him with an appointment to walk through the procedure and was very helpful in answering questions and providing understanding in a complicated process.

Ms. Schloesser mentioned that Library Tiles make great Christmas presents. Ms. Schloesser is hoping to send another batch of tile donations to the printers as soon as possible.

Ms. Worel made mention of the Vision 20/20 event being held in the Santy Auditorium tonight from 6-8 PM.

XI. ADJOURN
Mr. Cherniak made a motion to adjourn the meeting. Ms. Osterhaus seconded the motion. Meeting adjourned at 1:45 PM.

UPCOMING SCHEDULE
The Park City Library Monthly Board of Directors Meeting will be held on Wednesday, January 15, 2020, from 12:00 PM until 1:30 PM in the Park City Library, Room 201, 1255 Park Avenue, Park City, Utah 84060.